

PERMITS

Permit acceptance and processing shall be in accordance with all rules and regulations of New Jersey Uniform Construction Code.

To expedite service to our customers a cursory review shall be done of all applications submitted; application completeness, prior approval requirements, proper amount of plans, manufacturer specifications, surveys, etc.

Permit Application Acceptance at the counter begins with a review of the application. All forms shall be filled out completely and in either **BLUE OR BLACK** ink.

1. All owner information shall be filled out as well as all contractor information; this shall include all names, addresses, phone numbers, license numbers, and Fed Id numbers. Permit Application Folder shall be filled out and signed by the appropriate parties. Owner shall sign and check appropriate affidavits' depending on scope of work. In the case of a homeowner building their own New House, they must read and check section **A** and sign and date. In the case of a Homeowner drawing their own plans for any project they shall read and check section **B** and sign and date. Finally, a homeowner performing their work must read and check section **C** and sign and date. Otherwise an agent for the owner may fill out the Agent section. **Note an agent doesn't need to be the contractor.*
2. Technical site data for each Subcode Technical Section shall be filled out completely including quantity counts of fixtures, description of work and estimated costs. Where required the applications shall be signed and sealed by the appropriate contractors, i.e. electricians and plumbers.
3. When plans are required there shall be three (3) copies submitted. Plans must be signed and sealed by the appropriate architect or engineer. Homeowners may draw their own plans, in the case of homeowner drawn plans the homeowner must sign all sets.
4. When surveys are required there shall be three (3) copies submitted. Surveys shall be a surveyor's survey, not an architects' rendering. For small projects a photocopy of the original survey is acceptable and shall include the location of the project with appropriate lot information, i.e. setbacks, lot coverage, wetlands, etc.